



INFORMATION FOR FILING A VACANT POSITION

This report will be filled out on all vacant positions, and the following data is required.

POSITION: _____ CLASSIFICATION: _____ TEMPORARY _____

DEPARTMENT: _____ SEASONAL _____

DATE POSITION TO BE VACATED: _____ REGULAR _____

DATE TO BE FILLED: _____

PART TIME: _____ FULL TIME: _____ SALARY RANGE: HOURLY _____

WORK HOURS: _____ MONTHLY _____

WORK DAYS: _____ ANNUALLY _____

GRANT _____ TRIBAL _____ OJT _____ ACCOUNT NUMBERS: _____

OTHER _____

ADVERTISING WHERE: _____

TYPE OF SELECTION PROCEDURE TO BE USED: _____

SUPERVISOR WHO WILL CONDUCT DEPARTMENT INTERVIEW: _____

OTHERS PRESENT: _____

REQUESTER'S SIGNATURE: _____ DATE: _____

DEPARTMENT MANAGER'S SIGNATURE: _____ DATE: _____

TRIBAL CHAIRMAN'S SIGNATURE: _____ DATE: _____

REPORT TO WHOM: _____

DUTIES: _____

VACANT POSITION FORM CONTINUED

MINIMUM QUALIFICATIONS: (skill, abilities, knowledge, years of experience, training or education)

PREFERENCE WILL BE GIVEN TO QUALIFIED INDIAN APPLICANTS PURSUANT TO THE TRIBE'S
TERO ORDINANCE.

PLEASE ATTACH CURRENT JOB DESCRIPTION TO VACANT POSITION FORM.

NO VACANT POSITION WILL BE FILLED WITHOUT THIS VACANT POSITION FROM COMPLETED
AND SUBMITTED TO THE PERSONNEL DIRECTOR.